
PCA APPLICATION PACKET

Thank you for your interest in A Caring Company, Inc. (ACC). Our company is an Equal Opportunity Employer. People are considered for positions without regard to race, color, sex, religion, age, national origin, marital status, sexual orientation, disability or handicap, veteran's status, and status with regard to public assistance or reemployment.

Please complete the information outlined below and mail it to our address (shown above) or fax it to 952-881-0259. If you choose, you can email it to us at forms@acaringcompanyinc.com.

Once we receive your completed application forms, we will call you to set up an interview. After the interview is completed, you will be required to complete additional forms. Please be aware that a condition of employment is that you pass a background study as required by the Minnesota Department of Human Services (DHS). Background studies now require that you go to an approved site to be finger-printed and photographed.

When filling out the forms in this package, you must list your legal name as it appears on your social security card or similar documentation for proof of ability to work. Do not use nicknames. It is imperative that hyphenated or multiple last names be listed correctly. If you provide an incorrect name, you will not be allowed to work until all paperwork is completed correctly.

Our forms can be filled out electronically(type in your information) or you can print them out and complete them manually.

- If you choose to complete them manually, **you must PRINT your answers in ink** and answer each question completely. If a question is not applicable to you, please place an "N/A" in the space provided so we know you did not forget to fill in a question.
- To fill out the forms electronically, we can email them to you or you can download them from our website at www.acaringcompanyinc.com. If we email you the form you simply need to download it to your computer. open the downloaded form, fill it out, and use "save as" to save it on your computer(usually under your documents file). Make sure the saved form includes your name as part of the title. For example the form could be named "application-packet-john-doe.pdf." Then email that form as an attachment to forms@acaringcompanyinc.com. If you are downloading the form from our website, click on Application Process under the PCA tab. Then click on Application Packet to open the form. Once the form is open download it to your computer, open the downloaded form, fill it out, and use "save as" to save it on your computer(usually under your documents file). Make sure the saved form includes your name as part of the title. Email that form as an attachment to forms@acaringcompanyinc.com.

Please follow the steps below to help you accurately complete the forms in this packet:

1. **Review the PCA Job Description.** Make sure you are willing and able to perform all job duties and responsibilities, and that you meet all job qualifications.
2. **Go online and complete DHS's Online PCA Training and send us a copy of your Certificate of Completion.** DHS requires that all PCAs must complete the online standardized training before they can work as a PCA. Both the training and the test are free and can be accessed through any computer connected to the internet (You can use computers at public libraries if needed for free). There is an online study guide as well as a test. Experienced PCAs can choose to take the test without going through the study guide. You can take the test as many times as needed to pass. You must get 20 of the 25 questions correct to pass. To access the training go to <http://registrations.dhs.state.mn.us> and click on Individualized Personal Care Assistance Training.

Once you pass the test, you will be able to print a Certificate of Completion. If you are mailing or faxing back your application, you will need to send a COPY of the Certificate of Completion back with your application packet forms. DO NOT SEND US THE ORIGINAL. If you are emailing your application forms, you can email a copy of your certificate to forms@acaringcompanyinc.com. The DHS site gives you an option to email a copy of your certificate. We will not process your application until this certificate is received.

3. **Complete and sign ACC's Conditions of Employment Form.** You must meet all of the conditions for employment. If you plan to use your car to run errands, make sure you provide insurance information.
4. **Complete and sign ACC's Employment Application form.** This includes personal information and employment information. **Complete the Affirmative Action Form at the back of the application IF YOU CHOOSE.** As an Equal Opportunity Employer, we are required by law to maintain/report certain information. You are not required to complete/return this form but if you do, all information will remain confidential, kept in a separate file from your application, and not used in hiring decisions.
5. **Complete the Driver's License form provided.** As outlined in the PCA Job description, having a valid driver's license is a requirement for PCAs. If the client you will be working for chooses to waive this requirement for you, please check the box indicating this on the form. You will be required to provide a copy of your driver's license when we process your background study.

We look forward to receiving your application forms. If you have any questions, please call us at 952-767-3793.

Sincerely,

Paulette Rush

Staffing Coordinator